

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

STATEMENT OF PURPOSE

The Non-Departmental budget provides funds for activities that are not the responsibility of any one single agency.

DESCRIPTION

This agency provides funding for expenditures, which are not specifically associated with any single department's activities and includes funding for the Board of Ethics, Detroit Building Authority, Detroit Cable Communications Commission, the Detroit Call Center, Greater Detroit Resource Recovery Authority, and the Program Management Office, which includes DRMS.

Non-Departmental is also the depository agency for General Fund subsidy appropriations for enterprise activities and accounts for a wide variety of General Fund revenues that cannot be credited to any specific department.

The **Board of Ethics** investigates and resolves complaints regarding alleged violations of the Ethics Ordinance by public servants, and issues advisory opinions regarding the meaning and application of provisions of the Charter, City ordinances or other laws or regulations establishing standards of conduct for public servants. Advisory options shall be rendered upon written request by a public servant. Advisory opinions shall be published by the Board annually in a report to the Mayor and City Council. The Board is charged with monitoring and recommending improvements in the disclosure requirements, and in the standards of conduct under the Ethics Ordinance, in order "to promote an ethical environment within City government, and to ensure the ethical

behavior of public servants." All meetings of the Board shall be open to the public unless an individual involved in the matter to be addressed requests in writing that the meeting be closed; or unless otherwise provided by ordinance or by statute.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

The Board of Ethics will develop material and information to increase employee and the general public's awareness of the Ethics Ordinance and its requirements; enhance and upgrade Web Page; meet with community groups as requested to educate the public about the existence of the Ordinance and its importance of promoting an ethical environment in City government, and develop and conduct employee education programs regarding the role of the Board of Ethics, standards of conduct, complaints and resolution procedures.

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

The Board of Ethics will revise the Boards Administrative Rules and procedures as necessary in order to implement the Amendments to the Ethics Ordinance if adopted; and continue to review the current Ethics Ordinance in order to make recommendations for improvement.

The **Detroit Building Authority** (DBA) is primarily responsible for administering capital projects from start to completion in accordance with the Mayor's strategic priorities. Critical functions include encumbering funds through contracts of lease; distributing bid documents and request for proposals; issuing contract awards; securing required Human Rights clearances; advising contractors of

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

Executive Orders 2003-3, 2003-4 and 2003-5 requirements; preparation and execution of all contract documents; review and approval of contract invoices; actual payment to vendors; monitoring design development and construction for each capital project managed by the DBA. Funds are made available from city departments' capital improvement budgets as a result of bond sales, capital grants or general funds.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

The DBA will utilize web based program management software that allows managing multiple or single projects in real time and quickly allows the user to assess the current status of a single or multiple projects; review budgets between project types or locations; review pictures of the project to document and exchange information between project members, and help to provide a single source for the deposit of project information; eliminate redundant work and payment approval processes; project milestone and schedule tracking; centralized access to information 24/7; reduce cycle time for decisions and approvals, project scheduling, project reporting, cost tracking, and archive.

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

The DBA is working with city departments to Grow Detroit through the implementation of City departments' capital projects. The plan is to quickly begin the project to maximize progress/completion in a timely manner since the longest process is not the construction, rather it is the financial process required to fund a project.

The **Detroit Cable Communications Commission** (DCCC) was established by ordinance in 1981 to operate as the City of Detroit's local cable franchising authority with direct responsibility for the negotiation, administration and regulatory compliance of the Cable Franchise Agreement between the City and Comcast Cablevision of Detroit. The daily programming, operation and management of Government Access Channel 10 and Education Access Channel 22 are collateral functions that result from the Franchise Agreement. Local programming for Government Access Channel 10 is typically developed and prepared for broadcast by the Cable Commission's Media Production Services Division by working with City Departments, the Mayor's Office, City Council and other community organizations. The goal is to present programming that is informative, educational, entertaining and/or newsworthy for the Detroit viewers.

Another key administrative and regulatory compliance function is the management and permitting of telecommunications providers that seek and obtain access to and ongoing use of the City's rights-of-way for telecommunications facilities. Detroit's telecommunications ordinance and the State of Michigan's Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (2002 PA 48 or "METRO Act") provide the framework for this activity.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

The predominate goal is the implementation and/or execution of the Cable Franchise Renewal Agreement between the City of Detroit and Comcast Cablevision of Detroit.

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

Once the renewal process has been completed, the Cable Commission's Regulatory and Compliance Staff and Comcast will begin implementation of key time sensitive provisions in the Agreement with the goal of maximizing the accessibility of negotiated components for municipal, educational and community stakeholders, and others.

The Detroit Cable Communications Commission anticipates that fiscal years 2006 and 2007 will continue to be challenging times due to legal issues that could have a significant financial effect on the City of Detroit. Legislation, currently before the State of Michigan and similar legislation in front of the U.S. Congress will severely restrict or eliminate the ability of local municipalities to assess a local franchise fee. The Cable Commission is prepared to vigorously defend the City's rights in these matters.

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

The Detroit Cable Communications Commission will align its budget, structure and service delivery capabilities and options with decisions made legislatively and administratively. This is due to the nation telecommunications players such as AT&T, Verizon and others who are lobbying for entry into the cable/video services marketplace and encouraging legislators to eradicate franchising at the local or municipal level, and in its place, pass legislation that supports either state or federal franchising agreements.

The **Detroit Call Center** will continue oversight of the City's "311" call system to ensure integrity in the reporting and

management of caseloads while providing quick and easy access to City services and information to our citizens, businesses, and visitors. The Call Center will enable City departments to improve service delivery by focusing on their core missions, and also serve as a tool to improve City government through measurement and analysis of Citywide service delivery.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

The Call Center will pursue more aggressive community outreach through a series of open house forums where citizens can voice their concerns and issues.

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

The Call Center continues to seek ways to enhance its reporting mechanisms to ensure prompt customer service that leads to both internal and external customer satisfaction.

The **Citizen Patrol** is a vital part of Detroit's overall safety program. Its mission is to serve as advocates for the residents, as well as, provide an important link between the City of Detroit and its communities. The City currently reimburses the start-up funds for every new patrol, including equipment, cell phones and funds for maintaining patrol operations.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

The Citizen Patrol will continue to provide vital services during the Angel's Night campaign, as well as, its continued commitment to patrolling the City streets throughout the year.

DEPARTMENTAL BUDGET INFORMATION NON-DEPARTMENTAL (35)

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

The Citizen Patrol will continue to recruit and retain volunteers in its efforts to promote overall safety for the citizens, businesses and visitors to the City of Detroit.

The **Greater Detroit Resource Recovery Authority** (GDRRA) provides efficient, environmentally responsible waste disposal service(s) to the residential, commercial and industrial sectors of Detroit. This includes the acquisition, construction, improvement, enlargement, extension and operation of solid waste disposal facilities. The Authority's activities encompass one or more parts of a total waste management system (post collection) including transportation, recoverable materials marketing (recycling), generation and sale of waste derived fuel energy products (steam and electricity), and disposal. The Authority is a component unit and is legally separate from the City of Detroit.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

In the fiscal year 2005-06 and fiscal year 2006-07, GDRRA plans to expand its ongoing Chene-Ferry Recycling Program through the inclusion of the Electronic Waste (E-Waste) program that meets the standards of the Department of Environmental Quality through a collaborative effort with Goodwill Industries.

PLANNING FOR THE FUTURE FOR FY 2006-07, 2007-08 and BEYOND

GDRRA will continue to develop on-going strategies for alternative, efficient, and cost

effective waste management, continuing through the expiration of the sale-lease back transaction agreement in the year 2009.

The Program Management Office – HR Payroll Project

The DRMS function, previously recorded in a separate agency, is merged into the Program Management Office-HR Payroll. Two staff positions from the DRMS function, General Manager – Finance and Head Clerk, were transferred to Program Management to continue support for the Help Desk and system training. In FY 2005-06, a separate organization was established to implement the Program Management- Human Resources Payroll Project and to more accurately monitor the revenues and expenditures of the project. One aspect of the project is the implementation of a front-end time capture system utilizing the Workbrain Time and Attendance software. Workbrain, Inc., will provide professional support for technical and end-user training. Implementation of the time capture system requires an interface with Oracle HRMS module. This is an ongoing project and funds will be carried forward until the project is completely implemented. The department estimates the time period for completion as October 2007.

MAJOR INITIATIVES FOR FY 2005-06 and 2006-07

Program Management Office-HR Payroll project function will continue with the implementation of the HR Payroll project with the installation of equipment and advanced benefit software.

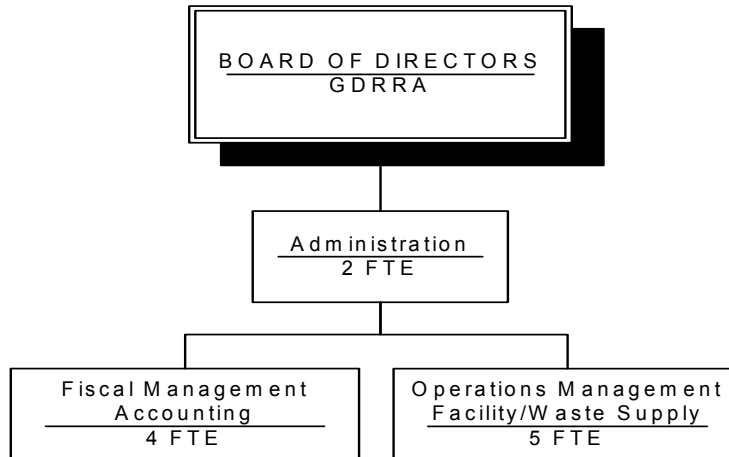
DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)

**PLANNING FOR THE FUTURE FOR
FY 2006-07, 2007-08 and BEYOND**

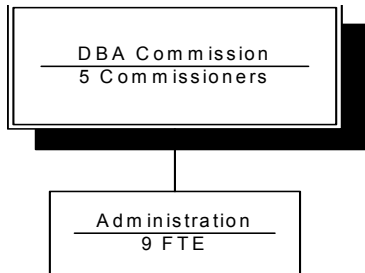
With the implementation of the new payroll system, there is an increased need for training and education. The Program Management Office- HR Payroll Project is prepared to provide the necessary instruction to all users of the system to optimize the maximum utilization and efficiency of the system.

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

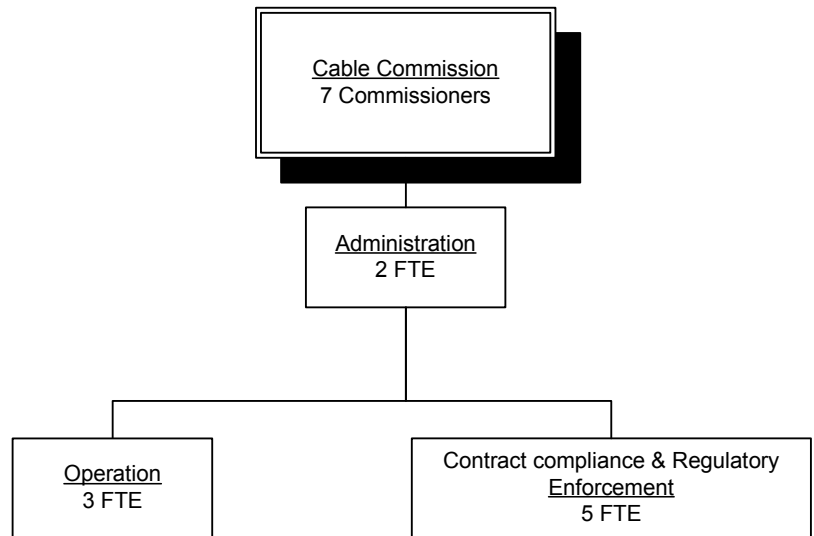
Greater Detroit Resource Recovery Authority



Detroit Building Authority Detroit

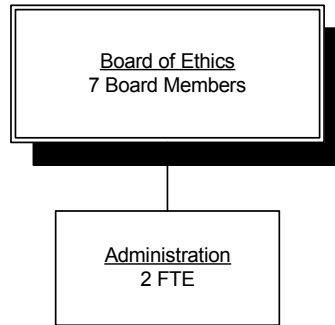


Detroit Cable Communications

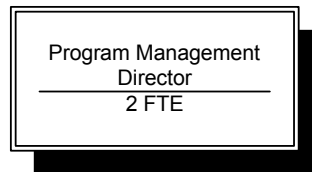


**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

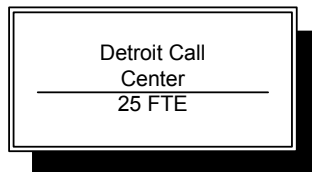
Board of Ethics



Program Management Office



Detroit Call Center



**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

PERFORMANCE MEASURES AND TARGETS

Greater Detroit Resource Recovery Authority

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Projection	2006-07 Target
Inputs: Resources Allocated or Service Demands Made Percent of staff software proficient	100%	100%	100%
Outputs: Units of Activity directed toward Goals Tonnage received/processed Private hauler fees revenue	800,000 \$4,500,000	800,000 \$4,500,000	810,000 4,920,098
Outcomes: Results or Impacts of Program Activities Steam sold (Mlb) Electricity sold (Mwh)	2,247,159 265,923	2,000,000 253,000	2,000,000 241,376
Efficiency: Program Costs related to Units of Activity techniques and technology Recovered material recycled (tons)	33,000	33,000	21,546

Detroit Building Authority

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Projection	2006-07 Target
Outputs: Units of Activity directed toward Goals Percent completion of projects facilities Projects in ADA compliance Percent of dollars awarded to Detroit Based, Detroit Headquartered Business	75% 100% 90%	100% 100% 95%	100% 100% 95%
Efficiency: Program Costs related to units of Activity DBA projects using new guidelines % of construction contracts reviewed for labor conflicts	N/A 100%	50% 100%	65% 85%

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

Board of Ethics

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Projection	2006-07 Target
Inputs: Resources Allocated or Service Demands Made Number of inquiries received	5-10	5-10	5-10
Outputs: Units of Activity directed toward Goals Number of training programs conducted	7	7	7
Efficiency: Program Costs related to Units of Activity Percentage of inquires responded to Percentage of investigations completed Percentage of Advisory Opinions completed Number of matters concluded within time prescribed by Ordinance	100% 100% 100% 5-10	100% 100% 100% 5-10	100% 100% 100% 5-10

Detroit Cable Communications Commission

Type of Performance Measure: List of Measures	2004-05 Actual	2005-06 Projection	2006-07 Target
Inputs: Resources Allocated or Service Demands Made Educational Outreach Series: Customer Service Number of seminars/workshops hosted Number of community events attended Customer Service for Cable Subscribers Number of complaints processed Number of mediations completed	12 0 10 0	12 0 10 0	6 11 6 11
Outputs: Units of Activity directed toward Goals Monitor the use of all public, educational and government channels facilities and equipment Audits of cable operator Equipment inspections	0 1	1 0	1 1
Outcomes: Results or Impacts of Program Activities Facilitate the business development and expansion of the cable television and telecommunications industries in the city of Detroit Number of new cable telecommunications permits/franchise agreements Cable franchise and telecommunications permit fees Maximize the use of all public, educational and government channels, facilities and equipment: Playback on Channel 22 (Educational Channel) Playback on Channel 10 (Government Channel)	5 \$4,800,000 24 Hours 24 Hours	5 \$5,800,000 24 Hours 24 Hours	3 \$6,900,000 24 Hours 24 Hours

**DEPARTMENTAL BUDGET INFORMATION
NON-DEPARTMENTAL (35)**

EXPENDITURES

	2004-05 Actual Expense	2005-06 Redbook	2006-07 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 2,885,280	\$ 1,400,560	\$ 2,640,770	\$ 1,240,210	89%
Employee Benefits	215,954,997	870,451	1,920,150	1,049,699	121%
Prof/Contractual	39,380,783	28,443,278	773,072	(27,670,206)	-97%
Operating Supplies	678,411	24,550	126,631	102,081	416%
Operating Services	92,116,136	83,575,230	104,726,019	21,150,789	25%
Capital Equipment	93,828,858	4,700,000	26,648,550	21,948,550	467%
Capital Outlays	10,057,439	-	-	-	0%
Fixed Charges	461,958,500	80,693,655	92,052,117	11,358,462	14%
Other Expenses	1,599,362,053	228,236,992	186,166,256	(42,070,736)	-18%
TOTAL	\$ 2,516,222,457	\$ 427,944,716	\$ 415,053,565	\$ (12,891,151)	-3%
POSITIONS	47	31	59	28	90%

REVENUES

	2004-05 Actual Revenue	2005-06 Redbook	2006-07 Mayor's Budget Rec	Variance	Variance Percent
Taxes/Assessments	\$ 626,213,581	\$ 632,340,774	\$ 630,477,092	\$ (1,863,682)	0%
Licenses/Permits	-	20,000	20,000	-	0%
Fines/Forfeits/Penalties	-	6,000,000	1,500,000	(4,500,000)	-75%
Rev from use of Assets	7,106,319	3,563,000	4,232,000	669,000	19%
Grants/Shared Taxes	146,198,496	284,063,855	283,109,208	(954,647)	0%
Sales & Charges	283,216,797	61,674,424	65,135,213	3,460,789	6%
Sales & Assets	85,006,520	26,623,258	25,972,375	(650,883)	-2%
Contrib/Transfers	27,031,044	77,506,863	97,084,489	19,577,626	25%
Miscellaneous	530,113,925	29,805,000	26,750,000	(3,055,000)	-10%
TOTAL	\$ 1,704,886,682	\$ 1,121,597,174	\$ 1,134,280,377	\$ 12,683,203	1%